



CORRECTIONS CORPORATION OF AMERICA

HARDEMAN COUNTY
CORRECTIONAL FACILITY
VISITATION HANDBOOK

2007

MESSAGE FROM THE WARDEN

During your visit at Hardeman County Correctional Facility, it is my commitment to ensure that you and your friends or relatives are provided an atmosphere that encourages a positive and enjoyable visit. This Visitation Handbook has been designed to help you during your visit. Please read it carefully and adhere to all the rules and regulations so that your visit will go smoothly for both you and your relative or friend.

The value of outside contact with family and friends is important to both visitor and inmate. By complying with the guidelines contained in this handbook, the privilege of visitation will be maintained in an environment that is satisfactory to all. If my staff or I may assist you as you visit, please let us know.

Thank you,

Glen Turner, Warden

Date

CCA/Hardeman County Correctional Facility
VISITATION HANDBOOK
TABLE OF CONTENTS

Visitation Rules.....	3
Visitor Dress Code.....	6
Items Allowed by Visitors.....	7
Inmate Dress.....	8
Items Allowed by Inmates.....	8
Special Visits.....	8
Property.....	8
Title VI – Civil Rights Act.....	9
Directions to Hardeman County.....	9
Key Staff.....	10
Physical/Mailing Address.....	10
Transportation and Lodging Information.....	10
Schedule for Visitation.....	10
General Information.....	11

VISITATION RULES

1. Visitation for general population inmates is on Saturday, Sunday, Monday evenings, and state holidays. Scheduled visitation hours will be posted and provided to each inmate. If the schedule changes, advanced notice will be given to the inmates and will be posted at the pedestrian checkpoint. It is the responsibility of the inmates to notify their visitors of schedule changes. Only four (4) adults are allowed to visit at one time. Though there is no limit on children. Visitors must be considerate and aware of space available. Visitors and inmates will depart visitation in an organized manner at the conclusion of the visit as directed by the visitation staff. Visitors are required to leave the facility property immediately at the conclusion of visitation. Visitors who receive a visit on the weekend or holiday shall not be permitted a visit on the special week day visitation (Monday evenings).

Visitors may be required to park vehicles in designated parking areas on the institutional lot. All vehicles must be fully locked and secured. In the event a visitor vehicle is found to be unsecured, that visitor will be instructed to leave the visiting area and the visit will be terminated for the remainder of the day.

From time to time the institution shall perform a search of all vehicles entering the property. In such cases, K-9's drug dogs may be used during the vehicle searches. All persons shall be responsible for any contraband items found in their vehicles. In the event contraband is found, local and state law enforcement officials may issue written citations, make arrests or confiscate visitor's vehicles and belongings. It is illegal to possess the following on prison property: alcoholic beverages, weapons of any type (firearms, ammunition, knives, etc.), drugs, any type of medication that cannot be readily identified by being in original containers or producing an prescription. Visitors with a carrier's permit will not be allowed to bring weapons of any type onto facility grounds. Visitors who are suspected of introducing contraband into the facility may be required to visit in a non contact booth. In this situation, there will be no physical contact between inmates and visitors.

2. Pre-approved visitors only:

- a) A picture identification is required for all visitors 16 years of age and above.
- b) All immediate family members and eight (8) adult visitors will be allowed on an inmate's visitation list upon receipt and approval of the Visitor's application CR – 2152.
- c) Every visitor regardless of age shall have an approved visitation application on file. All applications must be completely filled out with recent, color photo attached to the CR – 2152. NO PHOTOCOPIES allowed. All sections of the CR-2152 shall be completed. If any falsification of the CR-2152 occurs by a visitor applicant, the visitor applicant shall not be allowed to resubmit a visitor application for a minimum of six months.
- d) All visitors under 18 years of age must be accompanied by an approved visitor who is either the child's parent, legal guardian of guardian. (The custodial parent or legal guardian must provide a complete and notarized Parental consent/Release for Minor's Visitation Form (CR-2152, page 2) which designates permission for the assigned visitor (as guardians) to accompany the child to visit and consent for the child to be searched.) The requirements do not apply if a visitor is under the age of 18 and legally married to the inmate they are visiting. Proof of marriage must be provided.
- e) Members of the clergy, as recognized by the chaplain or Warden, need not be Placed on the Approved Visitor's List.

f) Attorneys of record need not be placed on the Approved Visitor's List.

** All applicants may be subject to NCIC background checks.

g) Visitors may be placed on more than one (1) inmate visiting list unless both the inmates are an immediate family member of the visitor and the relationship can be verified.

h) The institutional Warden shall impose a waiting period of one (1) year to review the Application of visitors who have been removed from an offender's approved visitation list, either by visitor or inmate request, before placing them on the list of another offender, or placing them back on the original offender's list.

3. The length of the visit will depend upon the current schedules and space availability. Should overcrowding occur, visitors who are first that day may be asked to leave to allow for others to visit. When overcrowding occurs, visitors shall be required to remain in the lobby until space is available in the visiting area.

4. Visitors found with contraband which is in violation of the law are subject to being detained for local law enforcement officials for possible arrest as per TCA 39-16-201 and visitation privileges may be suspended. This includes all tobacco products and paraphernalia.

5. Any visitor refusing to submit to any search shall be denied admittance and ordered to leave the property.

6. A visitor, who is arrested, shall be suspended pending disposition of the case which may include any conviction, disposition, e.g., incarceration, probation, or parole. Reinstatement of privileges will require submission of a new application.

7. Any visitor who is found to have either drugs, tobacco products or firearms while on facility property may be permanently will require submission of a new application.

8. In all instances where inmates test positive for and/or are in possession of illegal drugs, or refuse to comply with a request for drug screen, in addition to appropriate disciplinary actions, the Warden shall suspend the inmate's visitation privileges with the exception of ministries and attorneys, according to the following: first offense – suspension for six (6) months; subsequent offenses – visits shall be suspended for additional six-months periods.

9. No one under the influence of drugs or alcohol will be allowed to visit.

10. Inappropriate or socially unacceptable physical contact will not be allowed between inmates and visitors. Examples include, but not limited to a) inflammatory comments; b) profanity/cursing; c) threatening others; d) necking. Petting or fondling.

11. Visitors are not allowed to deliver correspondence, money, printed materials, packages or any other item to inmates. Inmates will not take any items back to the housing units unless written approval has been granted by the Warden/Designee.

12. Visitors are responsible for controlling their children. Children are not allowed to run and play in the main visiting area or on the yard. Disciplining children is strictly up to the VISITOR and not the inmate. Any child under the age of twelve (12) must be accompanied by an adult when using restroom facilities.

13. Visitors may not sit on the inmate's lap or vice versa.
14. Inmates will not wear visitor's jackets/coats for any reason. All personal property will be allowed and stored in accordance with TDOC policy 507.01.
15. Visitors and inmates may not sit with their legs crossed over each other and couples will not be hugged up while leaning against the walls. Feet are not to be propped in chairs.
16. The visitors and the inmates hands must be in view at all times and may not be underneath the table and/or clothing.
17. Visitors may not leave the visiting area for any reason and return to checkpoint or the parking lot and expect to re-enter the visitation gallery. Once you leave, your visit is considered over for the day.
18. No baby strollers are allowed, except for strollers and wheelchairs used by disabled children.
19. At no time may a visitor access the inmates restroom and at no time may inmates access the visitors restroom.
20. Visitors and inmates will not be allowed to pass or exchange any items during a visit, including jewelry, clothing, mail or pictures.
21. Institutional property is to be respected. Properly dispose of trash and keep hands off walls and paintings and keep feet off walls. Children must be controlled while passing through gates and doors. Tables inside the visiting gallery are not to be moved. While visiting at the outside yard area, visitors and inmates are not allowed to sit and/or lie on the ground, nor are they allowed to sit on top of tables, or lean against the chain-link fence.
22. Inmates who bring personal property to visitation will be sent back to their housing location to leave it there or it will be confiscated.
23. Inmates shall be frisk searched before entering restrooms. Inmates may be strip searched if the visitation supervisor/shift supervisor approves prior to entering the restroom.
24. Inmates and visitors shall remain seated during visits except for the purpose of using the restroom and making purchases from vending machines. Children shall not be allowed to using vending machines unless accompanied by parent or legal guardian. Visitors shall make purchases for inmates.
25. Visitors must remain a minimum of ten (10) feet from inmate restroom and strip room.
26. Visitors and Inmates may briefly engage in a kiss and embrace with their visitors as they meet at the beginning of the visitation session and again at the conclusion of the session. No excessive, inappropriate kissing, rubbing/touching will be allowed.
27. Non-contact visiting of inmates may be authorized by the Warden/designee in accordance with TDOC Policy 507.01.1.
28. Inmates who accompanying their visitor to the vending machine must remain at least three (3) feet from each machine.

29. No handcuff keys are allowed.

30. CCA/Hardeman is a tobacco free facility. The possession/use of tobacco products is strictly prohibited.

VISITOR DRESS CODE

1. Clothing shall fit in an appropriate manner, clothing appearing to be too large or too small for the wearer which creates obvious gaps or exposure, or would present a hazard to the wearer will be rejected.

2. Must wear underwear at all times; for females this includes bras.

3. No outer garments manufactured from spandex or spandex – type material.

4. No transparent or translucent clothing.

5. Shoes must be worn at all times to provide basic foot protection. Open toed shoes and/or sandals must be worn. Steel – toed shoes, shower shoes and flip-flops are prohibited.

6. No tight clothing – body clinging/revealing.

7. No worn or tattered clothing with holes.

8. Shorts or skirts/dresses are permitted provided the leg is covered to within three (3) inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn. No excessive or revealing splits, buttons or zippers in dresses will be authorized. No wrap-around skirts/dresses. No sundresses, backless, low cut; chest and midriff must be covered at all times. No sleeveless shirts or blouses.

9. Clothing with logos that contain pictures, slogans or vulgarity, or contain signs or symbols of security threat groups (such as gang-related) or any clothing determined by the officer to be associated with security threat groups is not allowed. The association may be made by color combination, designs or logs affixed to the clothing or how the clothing is being worn. No beer advertisements. No camouflage attire allowed.

10. No halters, tube or tank tops, all apparel must have sleeves.

11. No sweat pants or stirrup pants.

12. No bandannas or hat/caps. During winter months visitors will be allowed to dress appropriately, however, an excessive amount of clothing will not be permitted. For example, a person would be allowed to wear an undershirt, a long sleeve shift, and a sweater, but more than one sweater or more than one pair of pants would be considered unacceptable.

13. Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a doctors note.

ITEMS ALLOWED BY VISITORS

A. Visitors can purchase a debit card for \$1 inside the facility lobby. Once the card is purchased, up to forty dollars (\$40) may be put on the card for food purchases in the visitation gallery.

B. Baby items – diapers, diaper wipes (no Vaseline or lotions), plastic bottles, sealed jars or baby food (plastic spoon/fork only), no glass or metal items allowed (except for baby food). All items shall be in a clear Ziploc bag or purse. Staff may request to search diaper(s) that is worn by the child.

C. Identification with photograph issued by a local state or federal agency.

D. Car Keys; preferably door key and/or locking mechanism.

E. Pagers

1. Visitors will provide information to the Warden on CR – 2152 (visitation application) Regarding the reason for the pager; i.e., employer, likely callers, etc. This information, in addition to the Warden's approval or denial, will be maintained in the visitor's file.
2. At each visit, the visitor will:
 - a. Open pager, remove and replace batteries, and open any other compartments which can be opened without tools.
 - b. Demonstrate that pager is functional. If pager is not functional, visitor will be responsible for leaving pager outside the facility. Staff will not accept custody of the pager.
 - c. Place pager in "vibrate" mode if so equipped.
 - d. Wear pager in conspicuous place during visit.
 - e. Upon leaving visitation, open pager, remove and replace batteries, open any other compartments which can be opened without tools, and demonstrate that pager is functional.
3. Staff will not be responsible for loss or damage to pager during visitation.
4. Visitors must retain sole possession of pager during visit.

Visitors are expected to conduct themselves in such a manner that their behavior is not offensive to other visitors, inmates or employees. Visit may be terminated or denied by the on-duty shift supervisor for reasons including, but not limited to, the following:

- a. visitor not on approve list
- b. visitors refuse to show appropriate and bonafide ID
- c. visitor refused to submit to a frisk search or vehicle search
- d. visitor is under the influence of drugs or alcohol
- e. insufficient space for visiting or is not the inmates designated visiting period
- f. improper dress
- g. inflammatory comments, profanity, cursing or threatening other inmates, visitors or employees
- h. pushing or attempting to strike others
- i. horse-playing

- j. harassment of inmates, visitors or employees
- k. attempting to bring in items which are not permitted or leaving items which are not permitted.
- l. excessive necking, petting or fondling.
- m. Failure to control children

INMATE DRESS

TDOC uniform will be the only clothing inmates will be allowed to wear to access visitation. Only plain white T-shirt may be worn under the TDOC shirt, which must be worn and can't be removed in the visitation area. No excessive clothing will be allowed such as wearing sweat pants under the TDOC pants. Inmates are not permitted to wear long underwear during visits. No head coverings will be allowed during visitation other than approved religious items. The white TDOC stripe must be clearly visible and no bleached cut pants will be allowed. All clothing must be in good repair with no holes, patches or alterations. Pants must be worn around the waist and the shirt buttoned and tucked in. Coats will not be allowed to be worn to visitation. CCA/HCCF staff is not responsible for loss of property.

ITEMS ALLOWED BY INMATES

- a. Identification card and facility pass
- b. Wedding band only

SPECIAL VISITS

A special visit may not be approved if the intended visitor is on another inmate's visitation list unless the inmate is an immediate family member, as defined in Policy 507.01 Visitation.

The intended visitor's status cannot be suspended, denied, or terminated from an inmate's visitation list.

The request may be denied by the Warden/designee, depending on the visitor's criminal record, recent criminal activity, or if the visitor is a current or former CCA or TDOC employee, as defined in Policy 507.01.

Requests for special visits must be completed by the inmate and received by the Assistant Warden/Security at least seven (7) days prior to the intended visit date. Notification of the inmate regarding the approval/disapproval will be made by the Assistant Warden/Security.

Attorney visits may occur during normal business hours (8:00 am – 5:00 pm, Monday – Friday) to include attorneys and their representatives (i.e. investigators, paralegal, law students, etc.) in reasonable numbers. The Warden/designee must be notified 24 hours in advance of an intended visit, unless it can be shown that such notice was not possible.

Each attorney must present bonafide evidence of his/her license to practice law, to include a state bar membership card and matching identification, such as driver's license. All attorney briefcases, etc., must be searched in order to prevent possible introduction of contraband.

PROPERTY

Inmates may not send out property through visitation.

TITLE VI – CIVIL RIGHTS ACT

Title VI of the Civil Right Act of 1964 requires federally assisted programs be free of discrimination and the TDOC/Hardeman County Correctional Facility also requires that all its services be offered equally to eligible persons regardless of race, color, or national origin.

Any visitor who feels they have encountered a Title VI violation may register their complaint with any and/or all of the following in writing:

Jeremy Hensley, Assistant Warden of Operations (Facility Title VI Coordinator)
Hardeman County Correctional Facility
P.O. Box 549
Whiteville, TN 38075
(731) 254-6000

Tennessee Human Rights Commission
Kimberly Bandy, Title VI Program Director
530 Church Street, Suite 400
Nashville, TN 37243
(615) 741-5825

U.S. Department of Justice
10th Street & Constitution NW
Suite 5111
Washington, DC 20530
(202) 514-2007

DIRECTIONS TO HARDEMAN COUNTY CORRECTIONAL FACILITY

Travel Interstate 40 (I-40) west from Nashville or east Memphis to Exit #52. Turn right onto Highway 76. After approximately ¼ mile, turn left onto Highway 179. Travel 14 miles to the city of Whiteville. Turn left onto Main Street. Travel approximately 4 – 5 miles to Bass Street. Turn right and travel straight until you come to the four-lane highway. Cross over the four lane to Union Springs Road. The Whiteville Elementary School will be on the right as you cross over. Travel 2.2 miles down the road. Hardeman County Correctional Facility is the second facility on the right.

Travel Interstate 40 (I-40) west from Nashville to Jackson, Tennessee to 45 by-pass. Follow 45 by-pass to highway 45. Take highway 45 south to highway 18. Take highway 18 south to highway 100. Take highway 100 west to Whiteville, Tennessee. Turn right on highway 64 (this will be a four lane). Turn left on the first black topped road, which will be Union Springs Road. The Whiteville Elementary School will be on the corner as you turn. Travel 2.5 miles down the road. Hardeman County Correctional Facility is the second facility on the right.

If you are coming from Memphis, take exit # 18 (Somerville – Bolivar) off I-40. Travel 36 miles to Whiteville. Continue on the four lane until you come to the Whiteville Elementary School on the right. Turn right at the school which will be Union Springs Road. Travel 2.5 miles down the road. Hardeman County Correctional Facility is the second facility on the right.

KEY STAFF

Glen Turner, Warden
Jeremy Hensley, Assistant Warden/Operations
Sarah Rice, Assistant Warden/Programs
Sara Leigh Roberts, Chief of Security
Paul Jones, Assistant Chief of Security
Deanne Mills, Chief of Unit Management

PHYSICAL ADDRESS

Hardeman County Correctional Facility
2520 Union Springs Road
Whiteville, TN 38075

MAILING ADDRESS

Hardeman County Correctional Facility
PO Box 549
Whiteville, TN 38075

TRANSPORTATION AND LODGING INFORMATION

GREYHOUND BUS LINES

407 East Main Street
Jackson, Tennessee
1-800-231-2222
(731) 427-1573

SUPER 8 MOTEL

2040 Hwy 64
Whiteville, Tennessee 38075
731-254-8884

Call the 800 number for scheduling times and fares from Jackson, Memphis, and Nashville.

SCHEDULE FOR VISITATION

Visitation schedules are subject to change. Schedule hours will be provided to inmates and posted at the pedestrian checkpoint. Inmates shall be responsible for notifying their visitors of schedule changes.

No visitor shall be admitted during the last thirty (30) minutes of a visiting period.

Monday evening visitation in all areas is only allowed if visitor has not already visited on the weekend. This visiting period is provided for those whose work schedules preclude weekend visits, not as an additional visiting period.

Visitation to all inmates in segregation (pending hearing, pending investigation, administrative segregation, protective custody, and punitive segregation) shall be non-contact. Punitively segregated inmates will not be allowed to visit.

VISITATION SCHEDULE

Our days are split by alphabet of the inmates last name. All visitation schedules are subject to change. Our letters rotate every three months.

January – March
O – C on Saturday
D – N on Sunday

April – June
D – N on Saturday
O – C on Sunday

July – September
O – C on Saturday
D – N on Sunday

October – December
D – N on Saturday
O – C on Sunday

** This alphabet change occurs on the first weekend of the new month.

General Population hours: 7:00 am – 3:00 pm

Protective Custody hours: 3:30 pm – 5:30 pm

**Visitors may arrive 30 minutes prior to visiting time

ABOUT HCCF VISITING GALLERY

Each visitor is processed through our checkpoint area. Once each visitor has properly cleared our metal detector, they are thoroughly pat searched and hand stamped. Visitors are then escorted to our visitation gallery where they are to be seated until the inmate(s) arrive.

Restroom

Both men's and women's visitor restrooms are located at the back of our large visitation gallery.

Outside area

There is an outside patio. Outside visiting area may be operated in accordance to Policy 507.01. Visitor shall not bring food inside the visiting gallery nor is cooking/grilling available in this area. All food must be purchased from the vending machines.

**TDOC Facility Handbooks will be available at

<http://state.tn.us/correction/institutions/visitation.html>